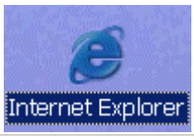
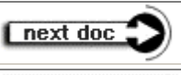
TEXT SEARCH QUICK REFERENCE

Getting to Text Search

	Select the Internet Explorer icon to launch the CGA Home Page. Select **Search** and select **Advanced Legislative Document Search**.

Navigation Buttons

	Select the data list link to display and print the list of available databases for text search.
	Select the help link to display and print the on-line help information for using text search.
	Displays the Search form used to retrieve documents from the database(s).
	Returns to the Search Results page that lists the retrieved documents.
	Opens an original version of the document without highlighted search terms.
	Moves to the previous document in the Search Results list.
	Moves to the next document in the Search Results list.
	Moves to the previous search word (***hit***) in a document.
	Moves to the first search word (***hit***) and subsequent search words (***hits***) in a document.
	Moves to the top of the Search Results list or to the top of a document.
	Moves to the bottom of the Search Results list.
	Moves to the previous page of Search Results.
	Moves to the next page of Search Results.

Selecting Databases

Single Database…	Select a database from the list.
Multiple Databases…	Select the first database; press and hold the CTRL key and select additional databases.

*Please refer to the ***Text Search User Guide*** for detailed examples.

(ITS Help Desk Support - 240-0000)

(March 2005)

Guidelines for Searching

Entering Search Words and Phrases	- Not case-sensitive (i.e., *water*, *WATER*) - Punctuation must be included to search an exact phrase (i.e., *four-year institution*) - "Stemming" is a feature that is turned on by default. Stemming extends a search to cover grammatical variations on word endings. Searching for apply will also retrieve documents containing *applies*, *applied*, and *applying*. - Use parentheses to search for groups of words linked by connectors and & or Example: *(real and estate) or school* - To include the words ***and***, ***or***, or ***not*** as part of a search phrase, type the phrase between double quotes. Examples: *"on or after"* *"personal and commercial institution"* *"state not federal"*
Wildcard Characters	* Matches any number of characters ? Marches any single character
Field Connectors	AND Searches for documents that meet the criteria of multiple fields OR Searches for documents that meet the criteria of one field or another AND NOT Searches for documents that meet the criteria of some fields, but excludes other fields

Simple Search*

Step 1	Select the Database(s).
Step 2	Enter the Year(s) or leave blank to search all Years.
Step 3	Enter specific field criteria.
Step 4	Select the ***Search*** button to display the Search Results screen. Select a Document to display it. Select the next hit button to view the first search word and all subsequent search words. Select the prev hit button to view the previous search words. Use the Navigation buttons to move through the Search Results list and the documents. Select the ***Search*** button to execute a new search.

Proximity Search*

Step 1 ***Step 2*** ***Step 3***	Select the Database(s) and enter the Year(s). Select the ***proximity search*** option for the Text field. Enter the word/phrases using ***w/n, not w/n,*** or ***not.*** Select the ***Search*** button. Continue with Step 4 as noted above for a Simple Search.
Proximity Connectors	***W/N*** To search a word or phrase ***within*** a specified ***number*** of other words ***Ex.*** *property w/5 income tax* *(property and income) w/10 tax* ***Not W/N*** To search a word or phrase ***not within*** a specified number of words ***Ex.*** *health insurance not w/10 husky* ***Not*** To exclude a word or phrase ***Ex.*** *water quality and not municipal property or not personal*